

SECTION 355: REQUEST FOR ALLOTMENT/ALLOTMENT ADVICE, SAFORM A-19

1. Purpose. This form serves both as a request by departments for approval of quarterly allotments (the "Request for Allotment" portion of the form), and as the record of quarterly allotments actually approved by the Department of Budget and Finance (the "Allotment Advice" portion of the form).
2. Prepared By.
 - (a) The "Request for Allotment" portion is prepared by the departments.
 - (b) The "Allotment Advice" portion is prepared and approved by the Department of Budget and Finance.
3. Frequency. Normally prepared once a year, at the beginning of the fiscal year, but also prepared whenever an amendment to an existing allotment is necessary.
4. Distribution.
 - (a) Copy #1 - To Budget and Finance; to DAGS Accounting Division.
 - (b) Copy #2 - To Budget and Finance.
 - (c) Copy #3 - To Budget and Finance; to originating department.
5. Central Accounting. DAGS Accounting Division uses copy #1 of this form to enter the allotment transactions to the State's appropriation/allotment accounting records.

STATE OF HAWAII

Accounting Manual

Volume II: Budgetary Control Accounting
Part 300 - 500: Expenditures

Page 355.02

SECTION 355: REQUEST FOR ALLOTMENT/ALLOTMENT ADVICE, SAFORM A-19

ITEM NO.	DATA AND DATA INSTRUCTIONS
	<p>NOTE: The instructions for this form are subject to modification by the Department of Budget and Finance (B&F), and further instructions that go beyond use of this form as an accounting form are given by B&F in the Governor's budget execution policy.</p>
①	Instructions for some data fields have been purposely omitted because they are considered self-explanatory. These fields are keyed with the letter (A) .
①	OP CODE - Enter the operation code to indicate the type of action to be taken with respect to each Request for Allotment.
	<p>I1 - To create the Allotment Ledger. This code is used only when an allotment is submitted for processing and the allotment ledger is not established in the system.</p> <p>I2 - To modify the Allotment Advice.</p> <p>I3 - To delete the Allotment Ledger.</p>
②	DEPT. NO - Enter the number assigned by the department to this form.
③	B.F. NO. - The number is to be entered by the Department of Budget and Finance.
④	COMPTROLLER'S NO. - The six character number is to be entered by DAGS Accounting Division.
⑤	DATE - Enter the date the form is prepared.
⑥	ORIGINAL OR AMENDMENT NO. ___ - Enter a check mark (✓) if this form is for an original request for allotment; or enter the amendment number, i.e., 1, 2, 3, etc., if this form is for an amendment of an approved allotment.
⑦	ENTRY - Enter the entry letter or identify each allotment line entry. The entry letter must be assigned in alphabetical sequence starting with "A" and every other letter thereafter, i.e., A, C, E, G, etc.

February 1, 1978

STATE OF HAWAII
Accounting Manual

Volume II: Budgetary Control Accounting
Part 300 - 500: Expenditures

Page 355.03

SECTION 355: REQUEST FOR ALLOTMENT/ALLOTMENT ADVICE, SAFORM A-19

ITEM NO.	DATA AND DATA INSTRUCTIONS
⑧	APPROPRIATION SYMBOL - Enter the seven character appropriations symbol of the allotment in the following format: FUND = 1 alpha character YEAR = 2 digits APPROPRIATION ACCOUNT CODE = 3 digits DEPARTMENT = 1 alpha character
⑨	ALLOTMENT CATEGORY NO. - Enter the allotment category codes as prescribed by the Department of Budget and Finance. Examples are: 10 - Personal Services 20 - All Other Expenditures
⑩	ALLOTMENT CATEGORY/DESCRIPTION - Enter the title of the allotment category as noted in Item ⑨, above.
⑪	APPROPRIATION OR BALANCE AT BEGINNING - Enter the amount of the current fiscal year's appropriation.
⑫	RESTRICTED - Enter the amount, if any, of current year appropriations that is restricted from being expended.
⑬	ALLOCATION FOR THIS FISCAL YEAR - Enter the current year appropriated amount (Item ⑪) less the restricted amount (Item ⑫), if any.
⑭	ALLOTMENT FOR QUARTER JULY-SEPT. - Enter the allotted amount for the first quarter of the fiscal year.
⑮	ALLOTMENT FOR QUARTER OCT.-DEC. - Enter the allotted amount for the second quarter of the fiscal year.
⑯	ENTRY - Enter the entry letter "B" to identify the remaining information for the corresponding allotment line entry (Item ⑦). This alphabetical sequence will be followed in identifying succeeding allotment lines entries.
⑰	ALLOTMENT FOR QUARTER JAN.-MAR. - Enter the allotted amount for the third quarter of the fiscal year.
⑱	ALLOTMENT FOR QUARTER APR.-JUNE - Enter the allotted amount for the fourth quarter of the fiscal year.

February 1, 1978

STATE OF HAWAII

Accounting Manual

Volume II: Budgetary Control Accounting
Part 300 - 500: Expenditures

Page 355.04

SECTION 355: REQUEST FOR ALLOTMENT/ALLOTMENT ADVICE, SAFORM A-19

ITEM NO.	DATA AND DATA INSTRUCTIONS
⑪	ESTIMATED BALANCE JUNE 30, 19... - Enter the balance, if any, that remains after allotting the current fiscal year appropriation (Item ⑬) to the four quarters (Items ⑭ , ⑮ , ⑰ and ⑱).
⑫	REVERSION - Enter the reversion codes as follows: "Y" for Yes - if the allotment is to be reverted. "N" for No - if the allotment is not to be reverted.
⑬	DATE - The Department of Budget and Finance enters the date when the Allotment Advice is approved.
⑭	The "Allotment Advice" portion of the form. Whenever the entries in the Allotment Advice are not identical with the entries in the "Request for Allotment" portion of the form (Item ⑧ to item ⑳), the entries in Allotment Advice are the official, authorized allotments that are entered into the accounting system.

STATE OF HAWAII

Request is hereby made for approval of the following allotments:

APPROPRIATION TITLE AND LAW

PROGRAM: C

Dept. No. (2) R.F. No. (3) Computer No. (4)
Date (5) Original or Amendment No. (6)
Department _____
Officer _____

PROGRAM ID										A										B																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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SYMBOL		APPROPRIATION SYMBOL				ALLOTMENT CATEGORY				APPROPRIATION OR BALANCE AT BEGINNING		RESTRICTED		ALLOTMENT FOR THIS FISCAL YEAR		ALLOTMENT FOR QUARTER JULY-SEPT.		ALLOTMENT FOR QUARTER OCT-DEC.		ENTRY		ALLOTMENT FOR QUARTER JAN.-MAR.		ALLOTMENT FOR QUARTER APR.-JUNE		ESTIMATED BALANCE JUNE 30, 19...																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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18	19	20	21	22	23	24	25	26	27	31	32			33	43		44	54		55	65		66	76		78	83		84	94		95	105		106	116		118	123		124	134		135	145		146	156		158	163		164	174		175	185		186	196		198	203		204	214		215	225		226	236		238	243		244	254		255	265		266	276		278	283		284	294		295	305		306	316		318	323		324	334		335	345		346	356		358	363		364	374		375	385		386	396		398	403		404	414		415	425		426	436		438	443		444	454		455	465		466	476		478	483		484	494		495	505		506	516		518	523		524	534		535	545		546	556		558	563		564	574		575	585		586	596		598	603		604	614		615	625		626	636		638	643		644	654		655	665		666	676		678	683		684	694		695	705		706	716		718	723		724	734		735	745		746	756		758	763		764	774		775	785		786	796		798	803		804	814		815	825		826	836		838	843		844	854		855	865		866	876		878	883		884	894		895	905		906	916		918	923		924	934		935	945		946	956		958	963		964	974		975	985		986	996		998	1003		1004	1014		1015	1025		1026	1036		1038	1043		1044	1054		1055	1065		1066	1076		1078	1083		1084	1094		1095	1105		1106	1116		1118	1123		1124	1134		1135	1145		1146	1156		1158	1163		1164	1174		1175	1185		1186	1196		1198	1203		1204	1214		1215	1225		1226	1236		1238	1243		1244	1254		1255	1265		1266	1276		1278	1283		1284	1294		1295	1305		1306	1316		1318	1323		1324	1334		1335	1345		1346	1356		1358	1363		1364	1374		1375	1385		1386	1396		1398	1403		1404	1414		1415	1425		1426	1436		1438	1443		1444	1454		1455	1465		1466	1476		1478	1483		1484	1494		1495	1505		1506	1516		1518	1523		1524	1534		1535	1545		1546	1556		1558	1563		1564	1574		1575	1585		1586	1596		1598	1603		1604	1614		1615	1625		1626	1636		1638	1643		1644	1654		1655	1665		1666	1676		1678	1683		1684	1694		1695	1705		1706	1716	

TO THE HEAD OF THE DEPARTMENT NAMED ABOVE:

Please be advised that the following allotments have been approved.
Expenditures incurred during each allotment period must be restricted to the amounts approved.

14-00000

Statement period must be estimated to the amounts approved.					
33-43	44-54	55-65	66-76	77-87	88-98
	(22)				
Totals					

INSTRUCTIONS: Prepare in triplicate and submit all copies to the Department of Budget and Finance Statutory, on the reverse side, the necessity for requesting amended allotments. Requests for capital outlays must be itemized.

STATE ACCOUNTING FORM 229
OCTOBER 1, 1977 (REVISED)

February 1, 1978